

CASHIER-CHECKER
NF-2091-01

AQUATICS
MORALE, WELFARE
& RECREATION

CASHIER-CHECKER

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INTRODUCTION

This position is located in the Aquatics Program of the Athletics Branch, in the Physical Readiness Division of the Morale, Welfare and Recreation Department, Naval Air Station Lemoore, CA.

The purpose of this position is to perform tasks related to the collection of fees and charges at the swimming pools and Family fun Park.

MAJOR DUTIES

Collects fees and charges related to daily registration at the swimming pools and admittance to Family Fun Park. Gives change, completes receipts and balances cash received with total receipts issued at the end of work shift.

Work includes the review of the document which accompanies the receipts, disbursement or other related cash handling involved, to ensure its conformance with established requirements.

Receives patrons and visitors requesting information concerning pool hours and fees, and answers questions based on knowledge of facility.

Issues related equipment to family fun park patrons and visitors. May assist in taking inventory of items related to fun park equipment.

Verifies eligibility of patrons and keeps a running log, including name rate/rank and phone numbers of every patron who enter the pool facility.

Keeps supervisor abreast of problems concerning the pools.

Maintains cleanliness of counter area.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Education and experience equivalent to completion of high school desirable.

Incumbent must possess basic math skills related to currency and cash handling.

Possess American Red Cross Water Safety Instructor Certification.

Ability to understand and carry out verbal and written directions and to convey instructions to others in a clear and concise manner.

SUPERVISORY CONTROLS

Works under the supervision of the Aquatics Director who provides written and oral instructions on work to be performed. Work performance is judged on the basis of patrons satisfaction.

All work will be performed within the guidelines of existing instructions and regulations from higher authority.

Incumbent works independently without direct supervision, but relates complicated situations to supervisor.

PERSONAL CONTACTS

Contacts are with employees within immediate organization, office, project, or work unit, and/or in related support units and general public.

PURPOSE OF CONTACTS

Purpose is to obtain, clarify, or give facts related to pool information and cashier duties.

PHYSICAL DEMANDS

Must be able to work outside in extreme heat, lift up to 50 pound, and work independently at various times.

WORK ENVIRONMENT

Work is performed outside in extreme heat and in wet environments. Requires constant standing, walking, and lifting up to 50 pounds. Work areas may be uncomfortable, wet and noisy.